



February 7, 2020

Dear Parent(s)/Guardian(s),

Please note the information below. As you are aware, significant changes have been made to the set-up and scheduling of parent/teacher interviews.

The new format we are using is done through an online scheduling program known as Optis. This program will give **you** the ability to select the time slot you desire (subject to availability). Below are your instructions on how to sign up for interviews. Please be aware that it will require you to have access to the internet and an email address.

Parent/teacher interviews will take place from **Monday, Feb 10 through to Thursday, Feb 13**. Please go to the following link to register (if you have not already done so) and choose your interview times.

STEP 1 (go to the website): <http://www.parentinterviews.com/eric-g-lambert>

STEP 2 Please browse the OPTIS Help Documentation by clicking the *Help* link located in the upper-right-hand corner of the screen. The Help Documentation contains answers to the most common questions, tips and general help.

STEP 3 Register and begin scheduling your appointments.

- **You may begin scheduling appointments on Friday, February 7 at 3pm**
- **The last day to schedule appointments is Monday, February 10 at 8am (Please note that you will no longer be able to schedule appointments after this time.)**

If you have any questions or concerns, please call the school at 925 3371.

Thank you,

Mrs. Lane

